

JOB OPPORTUNITY

CALIFORNIA TECHNOLOGY AGENCY

Program and Portfolio Management Office

Data Processing Manager II \$5849- \$7464*

Pending Control Agency Approval

When applying for a Job Opening, you must be sure to submit **one state application per RPA #**. You **must** indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

The California Technology Agency has **multiple openings** for the **Data Processing Manager II (DPM II)** classification within the Program and Portfolio Management Office. Under the general direction of the Data Processing Manager III, the DPM II provides project oversight on behalf of the Technology Agency. The DPM II reviews plans, proposals, and other IT project documents submitted by his/her assigned departments to determine the effectiveness and efficiency of an IT project in support of program performance objectives, feasible alternatives, merits of the project from an investment perspective, and proper planning for project success. Upon IT project commencement, the incumbent provides oversight of IT projects for adequate project management. The incumbent participates in creating the State's IT strategy and in developing and managing the overall portfolio of existing and new projects. The incumbent oversees the IT efforts to enhance IT project implementation success.

Essential Functions:

As part of an oversight team, the incumbent uses various project management and oversight techniques as well as available industry standards and best practices to analyze project status with the intended goals to improve project performance/outcomes on State technology projects. The incumbent is required to have a broad knowledge of principles of the approval process for information technology projects, project management and information technology systems design. The incumbent must exercise a high degree of initiative, independence, and demonstrate tact and good judgment. The incumbent must be able to communicate effectively in order to develop and maintain effective and cooperative working relationships. The incumbent must have strong written and verbal skills to communicate issues and concerns. The incumbent must be able to adapt easily to changing priorities and maintain consistent attendance in the performance of these specific functions.

The analyst performs the following functions:

- Assesses project and departmental performance and identifies critical project and departmental implementation problems and issues.
- Reviews progress assessments, remediation strategies, and independent oversight vendor reports; makes recommendations to Technology Agency HQ leadership, assigned departmental leadership, and business consultants regarding project remediation and continuation in order to ensure all aspects contained in the IT project portfolio are delivered on time, within budget, and attain their intended business value.
- Works collaboratively with agencies to understand their overall long-term IT project portfolio planning and capacity to perform the work.
- Elevates critical project issues to executive management.

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE CALIFORNIA TECHNOLOGY AGENCY, IS AN EQUAL OPPORTUNITY EMPLOYER.

"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."

- Advises departments in interpreting and appropriately applying IT policies and best practices to meet project requirements.
- Completes IT related notification letters and assessment reports as required.
- Participates in creating and updating statewide IT policies and procedures.
- Provides assistance to departments in assisting them to submit high quality Feasibility Study Reports, Special Project Reports and status reports for projects, including alternative evaluations. Provides guidance on corrective actions and remediation plans, and determination of consistency with State IT policy and best practices.
- Briefs and advises the DPM III, Program Management Office, Technology Agency executive management, and legislative members and staff on sensitive IT policy.

Work Environment Requirements:

- Must be available to work overtime as necessary and when business needs warrant.
- Must carry a Blackberry.

Desirable Qualifications:

The most competitive applicants should possess:

- PMP Certification, or other formal project management certification(s).
- A broad knowledge of project management principles, approval processes for IT projects and information technology systems design.
- Direct experience leading IT projects; either as a Project Manager/Director role or a key role on large projects.
- Knowledge of web and database technology.
- The ability to work well under pressure, meet tight deadlines and adapt to changing priorities.
- The ability to exercise a high degree of initiative, independence, and originality.
- Exceptional tact and the ability to demonstrate good independent judgment.
- Excellent communication, writing and analytical skills; and
- The ability to develop and maintain effective and cooperative working relationships. Applications will be accepted from individuals currently at the DPM II level or who have transfer or list eligibility.

Applications will be accepted from individuals currently at the **Data Processing Manager II** level or applicants who have transfer or list eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

Final File Date: Until filled. Interested applicants must submit a State application and resume to:

**CALIFORNIA TECHNOLOGY AGENCY
1325 J Street 16th Floor
Sacramento, CA 95814
Attn: Lisa Lehman, RPA #11-933
(916) 324-7817**

***The salary for the above classification may be adjusted to reflect the appropriate pay reduction based on the Bargaining Unit agreement.**